School-Age Quality Improvement Grant Orientation

Department of Workforce Services (DWS)
Office of Child Care (OCC)



Utah Office of Child Care & Afterschool

Our mission is to facilitate *quality,* sustainable afterschool programs across the state of Utah that are:

- Safe
- Age-Appropriate
- Accessible
- Affordable



School-Age Quality Improvement Grant Requirements & Outcomes

DECLUBEMENTS

Programs must provide the following: 1) support academic development; 2) offer enrichment and recreation opportunities; 3) incorporate parental and/or family involvement; 4) provide appropriate and high quality training for school-age staff; and 5) adhere to specific quality, safety, data and reporting expectations as designated by DWS – OCC.

EXPECTED OUTCOMES

The three (3) expected outcomes for the Grant include:

- 1. Increase the overall quality of the grantee's school-age afterschool classroom(s).
- 2. Expand the professional development opportunities for school-age staff.
- 3. Improve relationships between school-age children and staff.

Contact Information

Specific Questions:

General Questions: occafterschool@utah.gov

Tricia Davis

OCC Program Manager

Email: tadavis@utah.gov

Phone: 801-526-9306

Kamille Sheikh

OCC Program Specialist

Email: ksheikh@utah.gov

Phone: 801-526-9225

Sarah Pickard

DWS Grant Contract Analyst

Email: spickard@utah.gov

Youth Participation in Afterschool
Programs

- 18,236 elementary-age youth* participated in afterschool programs funded by the following DWS OCC grants:
 - ASPIRE Kids Grant
 - Kindergarten Match Partnership Grant
 - CCDF Match Partnership I & II Grants
 - Intergeneration Poverty Enhancement Grant

*Source: DWS OCC Afterschool Grants FY15 Annual Report Data

Competitive Grant Funding Source



Child Care Development Fund (CCDF)

- Increase number and percentage of low-income children in high-quality care settings (birth-13)
- Improve availability of care
- Funding for the development, establishment, expansion, operation specifically related to child care
- Parental Choice & Involvement

"Empower working parents to make their own decisions regarding the child care that best suits their family's needs." - Federal CCDF Regulations

6

Grant Terms and Conditions

Period of Performance

- Year 1 of 3 (August 1 July 31)
 School-Age Quality Improvement
 Grant (replaces ASPIRE Kids)
- 2. Conflict of Interest
- 3. Records Administration
- 6. Grantee Assignment
- 7. Monitoring
- 11. Grant Termination
- 12. Citing Department in Advertising
 -All formal advertising or public
 information programs will be
 coordinated with DWS OCC
 Afterschool Program Manger
 (Tricia Davis)
- 15. Payment Withholding

17. Reduction of Funds

Equal Opportunity Clause

 WIA - race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship/status

24. Financial/Cost Accounting System

-Generally Accepted Accounting Principles (GAAP) -Documentation - vouchers, invoices, receipts, etc.

29. Changes in Budget -Written approval if requesting to move more than 10% of a line item

- 30. Related Parties
- 32. Required Insurance

Office of Child Care Webpage

http://jobs.utah.gov/occ



FISCAL & INVOICE PROCEDURES



Proper Accounting Procedures

- Review budget <u>mid-year</u> to make appropriate adjustments in order to make best use of allocated funds
- Maintain <u>all related receipts & records</u> for on-site fiscal review or desk audit
- Fiscal review or desk audit will be coordinated with financial or accounting personnel
- Financial documentation must be maintained for 6 years for DWS grants

Budget Change Request Process

- Budget changes must receive prior approval from DWS OCC Afterschool Program Manger or Program Specialist
- Budget changes moving 10% or more from one line item to another require:
 - Budget Change Request Form to be completed
 Email to DWS OCC Afterschool Program Manger or Program Specialist describing purpose of budget
- change
 Budget Change Request Form
 found here:
 https://jobs.utah.gov/occ/occ2/aft
 erschool/forproviders/grantcontrac
 tforms.html

Organization & Site(s) Name (if applicable):			
Grant Type:	D		
Category I Administrative Expenses Note: Total Administrative costs (American and Indirect) must not covered 60% of part total.	Current Budget	Change Kequesi Budget	Line Item Change from Current to New Request
. Touri/Transportation (admin. erlated)	\$100		84
2. Indirect Codis	\$100		84
Total Category I Administrative Expenses	\$1,000	50	DL DL
Category II Program Expenses			
1. Salaries	\$20,000		DK DK
2. Fringe Benefits	\$1,000		OK.
L Utilities			KDIV/DI
t. Communications (printing, copying, phone)			KDIV/DI
5. Equipment/Yurniture	\$2,000	\$1,100	79%
i. Supplies	\$1,000		ON.
f. travel/transportation (program related)			KDIV/DI
E. Conferences/Workshops (baining)	\$4,000	\$3,500	186
I. Insurance			10/1/01
50. Professional Fees/Contract Services			sov/or
11. Miscellaneous			sov/or
Total Category II Program Expenses	\$14,000	57,000	22%
Total Expenses Category I and II	\$10,000	\$2,000	20%

Allowable Costs & Expenses

- Materials (electronic purchases not approved in original grant proposal over \$100 require DWS pre-approval)
- Training
- Travel (out-of-state travel requires pre-approval)
- Personnel to reduce staff to school-age child ratio, wage increase with entity match & professional development awards
- Administrative Costs
- Consultant Fees

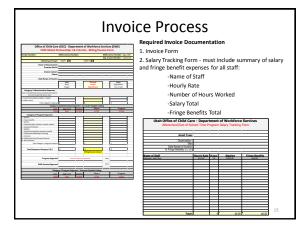
Unallowable Costs & Expenses

- Capital expenses (single item purchase of over \$5,000)
- · Stipends or payment for participation
- Space costs
- · Purchase of motor vehicles
- Supplanting
- School day activities, credit recovery, curriculum development, or any other school required activities

Supplanting Explanation

Contract funds must be used as an <u>addition</u> to <u>existing</u> funds for the program and <u>not replace</u> funds which have been appropriated, designated or come from parent fees for current program operation. Funds appropriated for the Child Care and Development Block Grant (CCDBG or Discretionary Funds) must be used to <u>supplement</u>, <u>not supplant</u>.

14





Review contract for VENDOR NUMBER & CONTRACT/GRANT NUMBER

Submit Invoice & Salary Tracking Forms electronically via email to occafterschool@utah.gov

Include the name of your DWS-OCC grant and organization/site in the subject line of the email:

GrantType_Organization
ProgramSite

Name invoice email attachment as follows:

Organization_ProgramSite_Invoice1

Invoice1

SCOPE OF WORK
PROGRAM REQUIREMENTS

Scope of Work

- Service Population & Program Requirements Parent or Guardian Involvement
- Computer Use
- Registration with Utah Afterschool Network website (Grant Administrator & Center Manager/Teacher): http://www.utahafterschool.org/
- Training

 All staff working 10 hours and over a week, must receive a minimum of 20 hours of professional development

 Technical Assistance
- Program Quality
- Quality Tool Self-Assessment & Plan for Improvement
- Reporting

Program Requirements

15 hours per week of regular programming between the hours of 12 p.m. to 6 p.m., Monday - Friday

36 weeks per year of program operation (August 1 – July 31)

Minimum number of school-age children attending on a regular basis (ADA) based on grant proposal

Maintain 1:20 staff to school-age child ratio Academic and Enrichment Balance

Reporting Requirements

Mid-Year Report

Due: Friday, December 18th

Plan for Improvement

Due: Friday, October 30th

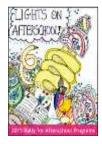
Quality Tool

Due: Friday, March 4th

Annual Report

Due: Friday, May 27th

Additional reports required for CCDF MP I, Kindergarten MP, Safe Passages 2013 and High School Youth Support Grants



Join 1 million Americans and 7,500+ communities nationwide in celebrating the afterschool programs that keep our kids safe, inspire them to learn, and help working families.

National Day: October 22nd

Register your program event before the National Day with the National Afterschool Alliance

http://www.afterschoolalliance.org/loa.cfm